

May 22, 2006

TO: John M. Lamerato, Acting City Manager

FROM: Brian P. Murphy Assistant City Manager/Services  
Jeanette Bennett, Purchasing Director

SUBJECT: **Agenda Item:** Standard Purchasing Resolution 3: Exercise Renewal Option – Uniform Rental Services

### **RECOMMENDATION**

On Monday, July 19, 2004, Troy City Council approved a two-year contract to provide uniform rental services with an option to renew for two additional years to Arrow Uniform of Taylor, MI, the vendor with the highest score and lowest prices, as a result of a best value process (Council Resolution #2004-07-375-E6). The Purchasing Department recommends exercising the option to renew for two additional years under the same pricing, terms and conditions for an estimated annual cost of \$22,000.00, expiring August 31, 2008.

### **BACKGROUND**

The contract outfits an estimated 84 employees with uniforms for uninterrupted service, which requires weekly pickup at the following prices—

<b>DESCRIPTION</b>	<b>COST/MAN/WEEK</b>
Shirts/Pants (Standard) 65/35 poly/cotton blend	\$4.15
Shirts/Pants (Standard) 100% cotton	\$4.98
Coveralls/Shopcoats	\$1.25
Shirts/Pants 50/50 Knit short sleeve shirt/pants 65/35 Poly/Cotton Blend long sleeve shirt/pant	\$5.25
Shirts/Pants (Dress- White) 65/35 poly/cotton blend	\$4.15
Two (2) shopcoats – laundered four (4) times/year	No Charge
<b>REPLACEMENT CHARGES:</b>	
Standard Uniform Pant	\$23.50
Standard Uniform Short/Long Sleeve Shirt	\$18.50
Coverall	\$33.60
Shopcoat	\$32.00

### **MARKET SURVEY**

A market survey is not deemed necessary, as the contract was awarded on a best value process to the bidder who demonstrated the ability to provide the highest level of service and quality uniform meeting the City's specifications.

### **BUDGET**

Funds are available from the operating budgets in the uniform accounts for the Golf Course, Parks, Engineering, Motor Pool, Streets, and Water departments.

Prepared by: Susan Leirstein, CPPB, Purchasing Systems Administrator

From: PURCHASING

248 619 7608

05/08/2006 16:14 #049 P.001/001



May 9, 2006

ATTN: Roger Ulrich  
District Manager  
Arrow Uniform  
Fax #: (586) 758-1081

Dear Mr. Ulrich:

On September 1, 2004, the City of Troy entered into contract #20400074 OB with Arrow Uniform to provide two-year requirements of uniform rental services. The contract may be renewed for two additional years at the same prices, terms, and conditions as the original contract, with the understanding that all uniforms will be exchanged for new at the time of the renewal, as per the specifications for RFP-COT 04-29.

Please fax this letter back indicating if Arrow Uniform wishes to renew this contract until August 31, 2008. Our fax number is (248) 619-7608. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The renewal cannot be exercised without Troy City Council approval and a blanket purchase order issued.

If you have any questions please call me at (248) 524-3338.

**CHECK ONE:**

Arrow Uniform is interested in renewing the contract under the same prices, terms, and conditions:

~~Arrow Uniform is not interested in renewing the contract:~~

X Roger Ulrich  
Signed: Authorized Company Representative

Date: 5/17/06

Thank you,  
Susan Leirstein  
Purchasing Department  
City of Troy